



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

April 2010

What's Inside:

- Division/Department Numbers on Employee Injury Report Forms
- Termination Date Effect on Insurance
- Annual Performance Review
- Child Labor Laws
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INCLUDE DIVISION/DEPARTMENT NUMBERS ON EMPLOYEE INJURY REPORT FORMS

In the event that an employee incurs a workers' compensation illness or injury, please remind the employee and supervisor to complete an *Employee Injury Report* form. The form must be completed with all important information, including division/department numbers in the section titled "To Be Completed by Administrative Unit/Supervisor." The supervisor needs to accompany the injured employee to receive medical treatment. This shows the interest of the supervisor in his/her employee and allows the supervisor to have direct knowledge on the well-being of the employee as well as his/her ability to return to the worksite. The *Employee Injury Report* form is available on the web at <http://hr.okstate.edu/benefits/workcomp.php>.

The *Employee Injury Report* form must be completed by the employee and the supervisor for every workers' compensation injury or illness,

regardless of whether medical attention is required. If medical attention is necessary, the form is taken to the medical provider who will complete his/her portion of the form. On the Stillwater campus, University Health Services (UHS) will provide medical treatment if necessary. At the close of the visit, the medical provider will return the form to the employee, who will return it to the supervisor or appropriate departmental personnel who handles reporting of injuries. Fax a copy immediately to Environmental Health and Safety at 405.744.7148, and distribute to other offices as required by the applicable college/division procedures. If UHS considers the injury "Medical", fax the *Employee Injury Report* to Broadspire at 1.800.245.9927. "First Aid" injuries do not need to be faxed to Broadspire.

Questions? Call Christa Louthan, 405.744.7420.

TERMINATION DATE EFFECT ON INSURANCE

An employee's insurance continues through the end of the month of termination (e.g. termination date April 15, coverage ends April 30). The employee is responsible for employee-paid premiums, such as dependent coverage, dental or vision. If the employee has insufficient earnings for the premium, s/he will be billed by the Bursar's Office.

Please remind an employee terminating at the first of the month s/he may wish to request a change in the last day of work to avoid this expense (and the coverage). Employees should consider benefit premiums on the impact of their final check as they select a date to leave.

Questions? Call Human Resources/Employee Services, 405.744.5449.

ANNUAL PERFORMANCE REVIEW

Policy and Procedures 3-0741, *Performance Evaluation Program for Staff*, requires that each staff member receive a formal performance review at least once each year.

The performance review process includes discussion with the employee and signatures of both supervisor and employee on a performance evaluation tool which complies with OSU policy. The employee is entitled to receive a copy of his/her final evaluation. The Policy and approved forms can be found at <http://hr.okstate.edu>.

All supervisors, including faculty, who conduct performance evaluations, are required to receive performance review training at least once every three years. Questions? Call Human Resources, 405.744.5373.

CHILD LABOR LAWS

The Oklahoma Department of Labor has specific child labor laws that apply to employment of minors under the age of eighteen (18).

14 and 15 year olds: Work must be of a non-hazardous nature. Departments must keep a copy of the student work permit (Certificate of Age and Schooling issued by the school principal).

Between June 1 and Labor Day, minors may work up to eight hours a day, 40 hours in any one week, only between the hours of 7:00 a.m. and 9:00 p.m. For every consecutive eight hours of work, minors must be given a one hour rest period.

For every five consecutive hours of work, minors must be given a one-half hour rest period.

16 and 17 year olds: Work must be in any non-hazardous position. There are no restrictions on the number of hours worked. Although not required, keeping a copy of a work permit (Certificate of Age and Schooling) on file is strongly recommended.

For more information, please contact your HR Partner, 405.744.5373.

ADMINISTRATIVE/PROFESSIONAL'S DAY WEDNESDAY, APRIL 21, 2010

Productivity: That's What it is All About! will be presented by Mike Roberts with Fred Pryor Seminars, Wednesday, April 21, 8:30 a.m. to 3:30 p.m., in Seretean Wellness Center Lecture Hall, for only \$99. A healthy lunch is included!

Brimming with fresh strategies and exciting techniques for heating up productivity and cooling down stress, this session has it all! The topics packed in to this session will help you manage multiple priorities, produce results instead of procrastinating, get organized fast, and learn tips for stress management.

Enroll online at <http://hr.okstate.edu> – click on Training Opportunities; or e-mail osu-trng@okstate.edu; or call 405.744.5374.

This class counts towards electives for the *Leadership Development Program* or *Ambassador Program*.

ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register for training opportunities.

April Administrative Seminars

- 27 Sexual Harassment Policy Training
- 27 Purchasing Card Training
- 27 Airfare and Lodging Training

April Computer

- 16 Websites for OSU Units - Joomla
- 21&22 FOCUS Training (Day 1&2)

May Administrative Seminars

- 4 AIRS, FRS Accounts and Data Requests
- 4 Grant Management Policies
- 6 New Employee Orientation
- 7 HRS, Time Input and Confirmation
- 11 FERPA Training
- 12 Bursar Processes
- 12 Sales Tax Points of Interest and UBIT
- 13 Payments to Students

May Computer

- 3&4 Word 2007 Level 2 (Day 1&2)
- 4 Word 2007 Mail Merge
- 5 Word 2007 Formatting
- 6 Bridging from Office 2003 to 2007
- 7 Introduction to Computing at OSU
- 10&11 Excel 2007 Level 2 (Day 1&2)
- 12&13 Access 2007 Level 2 (Day 1&2)
- 18 Basic Personal Computer (PC) Introduction
- 18&19 PowerPoint 2007 Level 1 (Day 1&2)
- 20&21 Publisher 2007 (Day 1&2)

For a description of the classes or to register, go to <http://hr.okstate.edu>, or call Training Services, 405.744.5374. Also, find us on Facebook, Twitter and LinkedIn.

DATES TO REMEMBER

New Employee Orientation

Thursday, May 6, 8:30 a.m. - 11:30 a.m.

412 Student Union

e-mail osu-trng@okstate.edu, 405.744.5374

New Employee Benefits Enrollment

Schedule, 405.744.5449 for reservation

April 29, 9:00 a.m. - 11:30 a.m.

May 3, 2:00 p.m. - 4:00 p.m.

May 11, 9:00 a.m. - 11:30 a.m.

106B Whitehurst

Call 405.744.5449 to schedule a session

How to Retire Sessions

April 29, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call 405.744.5449 to schedule a reservation

